

Summary of Tenure and Promotion Timeline Dates

- June 15** The Dean notifies eligible faculty members, their chairs and the College Promotion and Tenure Committee of eligibility for promotion or tenure review.
- July 15** Eligible faculty members notify the dean's office of their intent to apply for promotion. Faculty in the terminal year of their probationary period must be evaluated for tenure in accordance with the procedures outlined in the Faculty Handbook.
- August 25** Eligible faculty members submit a list of suggested external referees.
- Sept 1** The Department Promotion and Tenure Committees meet, as arranged by departmental Chairs, and elect a committee chair.
- Sept 5** The department Chair and members of the departmental committee submit a list of names of external referees who are recognized scholars in the candidate's field of scholarship.
- Sept 10** Eligible faculty members submit preliminary promotion and/or tenure material including those portions of the complete portfolio necessary for external referees.
- The Chair of the Departmental Tenure Committee will select names from each of the lists and will request that the department chair contact these individuals to provide a written review of the candidate's scholarship. At least half of the external referees shall be full-time faculty of the same rank or higher than the academic rank the candidate is applying for. The Department Chair will notify the candidate of the names of those selected to serve as referees.
- Sept 15** The Department Chair will send a standard letter and material to the selected external reviewers requesting a review of the candidate's research credentials.
- Nov 1** Eligible faculty members submit complete promotion or tenure material (complete portfolio).
- Nov 15** Departmental committees begin the review and discussion process of the appropriate documents.
- Dec 1** Departmental committee submits a written report to the department Chair.
- Jan 5** Departmental Chair reviews all material, generates a written report, and meets with the candidate to inform them of the recommendation, giving the candidate a copy of the written recommendation and justification.
- Jan 12** The candidate has one week after receiving the written recommendation to include additional materials supporting his/her candidacy for tenure and/or promotion. The department Chair submits a written review along with the departmental committee report and all materials to the Dean.
- Jan 25** The Dean calls a meeting of the College Promotion and Tenure Committee and makes materials available to the committee members.
- Feb 1** The College Committee meets, elects a chair, discusses the materials and arrives at a recommendation.
- Feb 15** The Chair of the College Promotion and Tenure Committee forwards a written report to the Dean, signed by all the committee members, with all materials.
- Mar 1** The Dean forwards his recommendation(s) and all materials to the Senior Vice President for Academic Affairs.